

**DATE:** November 19, 2015  
**SUBJ:** Year-End Reminders for Employees

As the calendar year end approaches, please review the following items that may require your attention:

## HOME ADDRESS

**ALL employees will receive the new tax form, Form 1095-C *Employer-Provided Health Insurance Offer and Coverage*, by mail.**

**Have you moved? Is your home address accurate?** Change or view your address changes in Self Service by clicking **My Personal Information** and then **Home and Mailing Address**, or submit them to your HR/Payroll office. If you choose to make address changes by entering information in Self Service, you do not need to submit paper forms.

## W-4 CHANGES

View your current tax withholding information and enter W-4 information in Self Service by clicking **Other Payroll** and then **W-4 and MWR**. If you choose to make W-4 changes by entering information in Self Service, you do not need to submit paper forms. Tax withholding records entered in Self Service are effective the date they are entered.

## EXEMPT STATUS

Employees who want to maintain their exempt status from federal and/or state income tax withholding for 2016 may refile now, through Self Service by clicking **Other Payroll**, then **W-4 and MWR**. If you choose to refile by entering information in Self Service, you do not need to submit paper forms and do not need to wait for those forms to become available.

**IMPORTANT:** Be sure to enter 2016 in the **Claim Exemption** portion on the **W-4 Tax Information – Federal** page in Self Service. Changes during November and December will populate an effective-dated row of January 1, 2016. Your HR/Payroll contact can verify it has been updated.

According to the IRS and state withholding rules, employees must refile each year as follows:

- Employees who are residents of North Dakota or Michigan (MWR refilers) and who want to remain exempt from Minnesota state income tax withholding must refile a Reciprocity Exemption/Affidavit of Residency (MWR) form.
- Employees who want to remain exempt from federal income tax withholding must refile an Employee's Withholding Allowance Certificate (Form W-4).
- Employees who are residents of Minnesota and who want to remain exempt from Minnesota state withholding must refile a Minnesota Employee Withholding Allowance/Exemption Certificate (Form W-4MN).
- Employees who reside in a state other than Minnesota and who want to claim exemption from the other state's withholding should contact that state's tax agency for the appropriate form and instructions.

**Note:** Information is reported to the Minnesota Department of Revenue when an employee claims either more than 10 Minnesota withholding allowances or exemption from Minnesota withholding.

**Tip:** Find instructions on entering W4 and MWR tax information in Self Service by clicking **Other Payroll** and selecting **W-4 and MWR**, then **W-4 Instructions**, or by going to <http://mn.gov/mmb/images/w-4%255B1%255D.pdf>.

## PAPER FORMS

Submit paper forms only if you do not enter the updates in Self Service. The forms can be found in Self Service by clicking **Other Payroll**, then **Payroll Forms**. Form W-4, Employee's Withholding Allowance Certificate, will be posted when it is available from the IRS. Form W-4MN, Minnesota Employee Withholding Allowance/Exemption Certificate, will be posted when it is available from the Minnesota Department of Revenue. Form MWR, Reciprocity Exemption/Affidavit of Residency, will be posted around January 1. Paper forms should be submitted to your HR/Payroll office.

Submitted forms must meet the following criteria:

- No alterations or corrections can be made on any form. If you have crossed out and rewritten information on a form, you must complete a new one.
- You must sign and date all forms. A form without a date or signature is invalid.
- All forms must be completed in ink.

### What form(s) should I file?

- Refile Form W-4 for 2016 if you claim exempt status from federal withholding and/or state (excludes Minnesota residents) withholding, and want to maintain exempt status for the upcoming year.
- Refile Form W-4MN for 2016 if you claim exempt status from Minnesota state withholding, and want to maintain exempt status for the upcoming year.
- Refile Form MWR for 2016 if you reside in North Dakota or Michigan but work in Minnesota and want to maintain your reciprocity exempt status for Minnesota withholding for the coming year.
- Refile the other state's withholding form if you reside a state other than Minnesota and want to maintain exempt status for the upcoming year. Contact that state's tax agency for the appropriate form and instructions.

### Questions?

If you have questions, please contact your HR/Payroll office. You can obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.